OpenBiblio System Administration

Contents

Thanks for being an OpenBiblio system administrator. We're glad that you are helping your library in this way.

Managing your libraries

OpenBiblio 1.0 introduced the ability to manage multiple libraries with a single OpenBiblio installation. Each library is considered a separate "site," with its own name, collection, address, hours, closed dates, and other settings.

Adding a site

1. Go to Admin → Sites.

2. Click "Add New".

3. Fill out the relevant information. Choose the calendar that includes the dates your new library will be closed. See below for more information about the calendars.

> **Warning**
>
> If you do not choose a calendar, the new site will not be able to calculate due dates properly and you will not be able to check out any copies at this site.

4. Click "Add."

Deleting a site

1. Ensure that there are no copies at the site that you'd like to delete.

2. Sign in as a different site.

3. Go to Admin → Sites.

4. Delete the site.

> **Warning**
>
> Don't delete a site when you are logged in, or you will cause a permanent error state that won't be resolved until you manually add the site back into the database.

> **Warning**
>
> If you delete a site that has copies attached, they will show as "Undefined" in the system.

Managing your users

To add a new staff member, go to Admin → Staff Admin. Click on the "Add New" button, found both at the top and bottom of this screen. You can then assign a username, password, name, and permission set to your staff member.

> **Warning**
>
> You must assign at least one permission, or the staff member will not be able to log in.

Working with passwords

Openbiblio's password management system is very straightforward. Users with Admin permission are able to change their own password or the password of any other staff account (including other administrators). Users without the Admin permission may not change anybody's password, not even their own.

To change the password of a staff account, go to Admin → Staff Admin. Click the pwd button next to the account you are working with. Enter the new password.

Managing your catalog

This section describes settings in the Admin menu related to cataloging.

Managing media types

You can access media types in Admin → Media Types.

There are several settings you can choose for any Media Type in your catalog, which are listed below.

1. *Description* - a human-readable name for what type of material you are describing.

2. *Checkout Limit* - the maximum number of this type of item a member may check out.

3. *Default* - If this is set to *Y*, the cataloging module will default to the current media type.

   Note
   You should be careful to only set one media type to be default, or else the cataloging module will run into errors

4. *Search display lines* - This setting governs how long search results views will be. If you choose 5, for example, the search results page will display the first 5 MARC fields for items of this media type (based on the order you define in the Admin → Biblio fields interface).

5. *Image file* - You may upload your own icon image for this media type here.

Managing collections

Collections

Managing displayed fields

Each type of media displays certain MARC fields, and can be labeled in specific ways. For example, the field `300$a` contains page numbers for book records and number of discs for DVDs. Therefore, you might want to label these in different ways to create the clearest experience for your members and staff.

Adding and re-arranging displayed fields

1. Go to Admin → Media Types. Make sure that you have the appropriate media types listed.

2. Go to Admin → Biblio fields.

3. Choose the media type you are interested in.

4. Click "Add to / Modify Layout".

5. To add new fields, use the dropdown menus in the right column to choose the field that you would like. You may include the same field multiple times if you wish.

6. To re-arrange fields, drag and drop the entries in the right column until you are satisfied.

7. When everything looks good, click "Save Layout".

Removing and renaming displayed fields

1. Go to Admin $\rightarrow$ Biblio fields.

2. Choose the media type you are interested in.

3. Click the "Edit" button next to the field you wish to remove or rename.

4. Here you can change the "label" that displays to members and staff, as well as data standards for this field.

Managing custom fields for copies

Biblio copy fields

Managing copy catalog options

Z39.50 and SRU

Configuring the OPAC

This section will describe settings found in the admin menu.

Managing locales

OpenBiblio can be translated into any language that you wish!

Character set

You can use any character set that you find by running the MySQL command SHOW CHARACTER SET. Do this by going to Admin $\rightarrow$ Locale and entering your preferred character set. If you enter an invalid charset or leave this field blank, it will default to the *utf8* character set.

Note

The character set you specify will appear in the `<meta charset>` attribute and apply to any database calls.

Creating a new locale

This requires access to the files and a good UTF-8 text editor.

Create a directory for your new locale

1. Create a new directory in the locale directory with the 2-character ISO 639-1 code for the language. For example, if you would like to do an Amharic translation, your directory would be called am.

2. Create a PHP file called metadata.php. Make sure that the class name begins with the ISO 639-1 code for your language.

```php
<?php
class amMetaData {
        public function __construct() {
                $this->locale_description = "Amharic";
        }
        function pluralForm($n) {
                if ($n == 1 or $n == -1) {
                        return 'singular';
                } else {
                        return 'plural';
                }
        }
        function moneyFormat($amount) {
                if ($amount < 0) {
                        return sprintf("(-%.br)", abs($amount));
                } else {
                        return sprintf("%.br", $amount);
                }
        }
}
```

3. Add translations to trans.php.

Managing the MySQL database

This section will describe the database

Managing the server

This section will discuss other server-level considerations.

Logs

This section will mention logs of particular interest to OpenBiblio administrators.